

## **Work Study Position – Fall/Winter – Provost’s Office & Trinity Integrated Sustainability Initiative**

### **Building and Operations Coordinator**

**Job ID:** 241083

Provost’s Office & Trinity Integrated Sustainability Initiative

University of Toronto – Trinity College

#### **Department Overview:**

Trinity College is a small academic college federated with the University of Toronto. The Provost's Office is responsible for implementing the College's strategic vision and leading new initiatives. Trinity College's Integrated Sustainability Initiative aims to transform the student experience by integrating sustainability education and practices into daily life at the College, from academic and co-curricular programming to research opportunities and experiential learning

#### **Position Summary:**

We are looking for motivated, passionate graduate students who are interested in contributing to the sustainability movement at Trinity College, and beyond. As a Building and Operations Coordinator with Trinity College's Integrated Sustainability Initiative, you will work with Staff and Faculty support to gain hands-on experience in project management, sustainability and building systems. In this role, the Building and Operations Coordinator will focus on tasks related to the sustainability features of the new Lawson Centre for Sustainability (currently under construction and slated for completion in Fall 2025). This work may include a focus on interfaces for building systems information to be displayed to building users, establishing a baseline against standard construction for energy and other monitored metrics, and investigating pre- and post-occupancy studies. The successful candidate will work closely with the Project Manager to support various tasks related to the building project, including research assistance to ensure the project adheres to the highest standards of sustainability and environmental stewardship.

#### **Qualifications:**

- Currently enrolled in a graduate program in Engineering, Environment and Sustainability, or a related field
- Strong interest in sustainable building practices and project management
- Detail-oriented with strong organizational and time-management skills
- Strong research and analytic ability
- Excellent written and verbal communication skills
- Ability to work independently and as part of a dynamic team

- Familiarity with building systems, LEED certification, and other sustainability frameworks is considered an asset

**Relevant Competencies:**

- Design thinking
- Goal-setting and prioritization
- Investigation and synthesis
- Knowledge application to daily life
- Organization & records management
- Project management

**Mandatory Trainings:**

1. Basic Occupational Health & Safety Awareness Training Program provided by the Office of Environmental Health & Safety available at <https://ehs.utoronto.ca/training/my-ehs-training/>
2. U of T AODA Online Training, provided by the Accessibility for Ontarians with Disabilities Act (AODA) Office, available at <https://people.utoronto.ca/inclusion/accessibility/>
3. Two hours paid training organized by the unit – one hour related to setting and reflecting on learning goals, and one hour for professional development or skills training.

**Number of Vacancies:** 1

**Application Deadline:** September 25, 2024 11:59 PM

**Application Method:** Work-study applications are collected through the [Career Learning Network Application module](#).

**Start Date:** September 3, 2024

**End Date:** March 31, 2025

**Hours per week:** 8 to 12 hours per week (up to 200 hours total)

**Remuneration:** Work-study pay scale (current rate of pay \$16.55)

Please visit the [University of Toronto's Work-Study website](#) for more information including eligibility.

We would like to thank all applicants for their interest, however, due to the anticipated volume of applications, only those selected for an interview will be contacted.